

Information required to obtain building permit

New House

Permits for new dwelling are issued in two stages. Primarily the foundation permit will be issued. Prior to the issuance of the permit for the construction of the dwelling, the following items need to be completed:

1. Foundation inspection
2. Certified As Built Site Plan submitted
3. Compliance with drainage plan

Foundation

- ☐ 1. Application completely filled out in ink
- ☐ 2. Accurate site plan showing **proposed structure in red** and distances from property lines
- ☐ 3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
- ☐ 4. Signed approval from Board of Health and/or Engineering Department - pertaining to waste disposal system
- ☐ 5. Approval from Water Department regarding the adequacy of water supply
- ☐ 6. Adequacy of access determination form Planning Department (3 Pond Rd)
- ☐ 7. Drainage plan approved by Engineering Department

House

- ☐ 1. Application completely filled out in ink
- ☐ 2. Fire Alarm Permit obtained from Fire Department (8 School Street)
- ☐ 3. Two (2) complete set of building plans and specifications
- ☐ 4. Energy package (2 copies)
- ☐ 5. Determination of compensatory sewer privilege fee

Additions

- ☐ 1. Application completely filled out in ink.
- ☐ 2. Accurate site plan showing **proposed structure in red** and distances from property lines.
- ☐ 3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
- ☐ 4. Signed approval from Board of Health and/or Engineering Department - pertaining to waste disposal system.
- ☐ 5. Fire Alarm Permit obtained from Fire Department (8 School Street)
- ☐ 6. Two (2) complete set of building plans and specifications
- ☐ 7. Energy package (2 copies)
- ☐ 8. Drainage plan approved by Engineering Department for additions in which the footprint is increased 500 sq.ft
- ☐ 9. Determination of compensatory sewer privilege fee

Sheds-Decks

- ☐ 1. Application completely filled out in ink.
- ☐ 2. Accurate site plan showing **proposed structure in red** and distances from property lines.
- ☐ 3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
- ☐ 4. Signed approval from Board of Health pertaining to waste disposal system.
- ☐ 5. Two (2) complete set of building plans and specifications

Alterations/Change of Use **

****number of dwelling units**

- ☐ 1. Application completely filled out in ink.
- ☐ 2. Accurate site plan showing on site parking
- ☐ 3. Signed approval from Board of Health and/or Engineering Department - pertaining to waste disposal system.
- ☐ 4. Fire Alarm Permit obtained from Fire Department (8 School Street)
- ☐ 5. Two (2) complete sets of building plans and specifications
- ☐ 6. Floor plans
- ☐ 7. Any restaurant or food service establishment needs approval of Board of Health
- ☐ 8. Determination of compensatory sewer privilege fee

Demolition

- ☐ 1. Application completely filled out in ink
 - ☐ 2. Signed utility shut off by utility company
 - A. Gas company ☐
 - B. Electric company ☐
 - C. Water Department ☐
 - ☐ 3. Documentation of pest control compliance
- Demolition fee \$75.00 per story

Fees: \$50.00 Application Fee + \$10.00 per thousand of estimated cost of construction

Minimum fee - \$60.00

All fees non-refundable

******IMPORTANT******

Hours of Application

Review: All applications are to be submitted only

during these times:

Monday-Friday:

8:30-9:30 am

Monday-Thursday:

1:00-2:00 pm

Thursday:

5:00-6:30 pm (call first)

Friday:

8:30-9:30 am

Please note: Only morning hours are available on Fridays

The inspectors are also available for questions at the above stated times.

Inspector of Buildings

William Sanborn - (978) 281-9774

Zoning Enforcement Officer/

Local Building Inspector

Greg Cefalo - (978) 281-9774

CITY ANNEX, 3 POND ROAD

FAX# 978-282-3036

If a dumpster is on site for more than seven (7) days - a permit is required from the Board of Health